

## **Austin County Emergency Communications District Seeking an Individual for Position of Director**

### **Position Function Summary**

The District Director reports directly to the Austin County Emergency Communication District Board and serves as the chief executive officer for the district. The Director has overall responsibility for the management and operation of the district.

The position is a full-time, salaried, exempt position subject to a contract negotiated with the Board. The general work schedule is 40 hours weekly from 8 am to 5 pm, Monday through Friday. The work schedule occasionally extends to working after regular business hours and includes working remotely.

### **Essential Duties and Responsibilities:**

1. General manager of operations for the district.
2. Represent the District at the local, state, and federal level.
3. Guide and direct the planning and implementation of the district's technical systems and facilities.
4. Negotiate and manage contracts and agreements with vendors, governing bodies, 9-1-1 agencies, and others as necessary to operate the district.
5. Work with the Appraisal District and US Postal Service to conduct quality control on rural address information and correct discrepancies.
6. Employ experts, employees, or consultants necessary to carry out the mission of the district.
7. Develop, implement, and manage the district's policies.
8. Manage the District's finances
9. Develop and administer the district's budget and strategic plans.
10. Perform all other duties as may be assigned from time to time by the Board of the District.

*Note: The above statements intend to describe the general nature of the work performed by this position; the list is not intended to be an exhaustive list of all responsibilities and duties required.*

### **Work Environment**

The work environment is primarily an office environment, with the typical office demands of sitting, standing, and bending to accomplish administrative tasks, some exposure to technical areas such as antenna and server farms and a building's physical areas, and occasional climbing and reaching to assist technical staff. Occasionally required to move or manage equipment up to 50 pounds without assistance. The position involves occasional driving in city or rural traffic.

## **Competency**

Employees must consistently and continually demonstrate a high level of proficiency in these areas:

- Integrity
- Innovation
- Communication Proficiency
- Leadership
- Strategic Thinking/Vision
- Adaptability
- Sound Judgement and Decision Making
- Political Insight

## **QUALIFICATION REQUIREMENTS:**

### **Education**

- High School graduate or GED equivalent.
- Preferred but not required to have a bachelor's degree from a four-year accredited college or university in public administration, emergency management, business administration, information systems, or related field.

### **Experience**

- Work experience in government, public administration, public safety, or a related industry, and at least five (5) years of managerial experience preferred.

\*Work experience and other training subjects will be evaluated in place of education and experience requirements.

### **Knowledge, Skills, and Abilities**

- Demonstrated knowledge and understanding of the local 9-1-1 environment sufficient to implement and administer a county-wide 9-1-1 system.
- Significant knowledge and understanding of 9-1-1 legal and regulatory issues and requirements.
- Knowledge of GIS mapping software is preferred.
- Strong leadership skills are necessary to create and sustain an organizational culture that encourages people to work as a team and perform to the best of their abilities.
- Knowledge and understanding of the organizational operations of county and city governments and the operations of public safety agencies throughout the district's territory.
- An ability to communicate effectively, both in writing and orally, with staff, Board members, elected and appointed officials, representatives of response agencies, telephone companies, and other service providers' representatives. Citizen group representatives, media representatives, and 9-1-1 professionals, local and national.

### **Other Requirements**

The candidate must maintain eligibility to access Criminal Justice Information (CJIS) and will be subject to extensive background checks.

## **Licenses, Registrations and Certificates**

Candidate must have and maintain a valid license to operate a motor vehicle in the United States.

## **Optional Certifications**

- Emergency Number Professional (ENP)
- Comm Center Management Certifications
- Basic Certifications in Telecommunications Networks

**Salary Range:** \$65,000 – \$80,00 negotiable, depending on overall qualifications and experience.

The position will remain open until it is filled.

All interested individuals please mail your application and résumé to:  
Austin County Emergency Communications District  
C/o Office of Emergency Management  
One East Main Street  
Bellville, TX 77418